

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 41

November 4, 2008

SUBJECT: CHANGE OF LANGUAGE IN POLICY GOVERNING USE OF NOTICE TO CORRECT DEFICIENCIES

PURPOSE: In order to alleviate confusion about the developing uses of the Notice to Correct Deficiencies (NTC), Form General 78, the language used in the policy has been revised. The Notice to Correct form is useful for situations that are technically misconduct under the current misconduct definition described in Department Manual Section 3/805.25, wherein a personnel complaint is not the best strategy. Updating the Manual to correctly codify the use of the NTC helps explain the developing uses of the NTC. This Special Order also eliminates any confusion as to the NTC's retention after it is removed from the Division Employee Folder, Form 01.01.00. Although the NTC may be suitable to document a wide variety of unacceptable behaviors, it is not to be used to replace mandatory personnel complaints such as those required when a member of the public reports officer misconduct.

PROCEDURE: Department Manual Section 3/760.75, Notice To Correct Deficiencies, shall be revised as follows:

The Notice to Correct Deficiencies, Form General 78, may be used to document deficient performances or censurable incidents involving Department employees, including members of the Police Reserve Corps.


The concerned employee shall receive the original (white) copy of the form and the blue copy shall be placed in his/her Division Employee Folder, for one year; then sent to Personnel Division, Personnel Records Section, for permanent retention; and the pink and yellow copies shall be destroyed.

If other procedures for the retention of the NTC exist in an employee's Memorandum of Understanding, those procedures prevail where applicable.

AMENDMENTS: This Order amends Department Manual Section 3/760.75.

November 4, 2008

AUDIT RESPONSIBILITY: The Commanding Officer, Employee Relations Group, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.



WILLIAM J. BRATTON
Chief of Police

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